



ACCESS TO PERSONNEL RECORDS

All current and former employees have the right to inspect, at a reasonable time, their personnel files that are used or have been used to determine the employee's qualifications for employment, promotion, additional compensation, termination or other disciplinary action. (Labor Code § 1198.5) Employers are required to permit an employee to inspect or copy records maintained which provide payroll information. (Labor Code § 226(a))

If an employee or applicant signs any document relating to obtaining or holding employment, the employer must provide the employee or applicant a copy of the document. (Labor Code § 432)

All employers must provide employees or their representatives access to accurate records of employee exposure to potentially toxic materials or harmful physical agents. (Labor Code § 6408(d))

Employment records may be subpoenaed from a current employer by a third party or from a former employer. If employment records are subpoenaed, the employee must be notified and has the right to object to production of the records. (Code of Civil Procedure § 1985.6)